

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF GEORGIA  
VACANCY ANNOUNCEMENT #2003-04**

**POSITION:** (2) Records & Reproduction Clerks **(Temporary Appointments Not-to-Exceed September 30, 2003)**

**LOCATION:** Savannah and Augusta Georgia (one position available in each office)

**STARTING SALARY RANGE:** CL-22 - Steps 1-25 (\$20,541 - \$25,697) DOQ

**CLOSING DATE:** Friday, May 2, 2003 by 5:00 p.m. EST

---

**POSITION OVERVIEW**

The Clerk's offices located in Savannah and Augusta are seeking applicants for two Records and Reproduction clerks. These positions are being advertised as Temporary Not-to-Exceed Appointments. The duties and responsibilities include but are not limited to sorting, classifying and filing case records; operating a variety of copying, imaging and automation equipment; retrieving files and making copies of records for court personnel, attorneys and others, as well as creating electronic images by scanning official documents for public access. Incumbents will maintain integrity of the filing system by such means as monitoring proper access to records and maintaining timely and accurate filing of documents. Incumbents will prepare and ship records to the appropriate Federal Records Center for storage purposes and perform other duties as assigned.

**GENERAL EXPERIENCE**

Incumbents must be team players who are dependable, detail oriented and able to work in a multitask, fast-paced environment. These positions encompass a great deal of responsibility and require a mature, self-motivated person with a professional attitude and the ability to work collaboratively. Qualified applicants should have one year progressively responsible clerical experience, good computer skills and good communication and interpersonal skills. This knowledge should include a positive customer service orientation, record-keeping, good keyboard skills with a demand for accuracy and quality assurance and regular use of a computer. A high school diploma or equivalent is required.

**INFORMATION FOR APPLICANTS**

Employees of the United States Bankruptcy Court are "AT WILL" employees and are required to adhere to a Code of Ethics and Conduct. The United States Bankruptcy Court's hiring procedures adhere to guidelines set out in the Court's Employee Dispute Resolution Plan. Due to the volume of applications usually received, the best-suited applicants will be invited for group testing and personal interviews.

- ◆ Applicants selected will be notified by telephone and/or mail;
- ◆ Candidates selected for interviews are subject to a full National Crime Information Center (NCIC) background check;
- ◆ The best suited applicants meeting the needs of the court will be selected;
- ◆ All appointees are required to be in a probationary status; this status is determined by length of the appointment;
- ◆ The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may offer without prior written or other notice;
- ◆ Duty station assignments are at the discretion of the Clerk of Court;
- ◆ In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position;
- ◆ Relocation and/or travel expenses will not be reimbursed;
- ◆ Appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level;
- ◆ Applicants **must** be a U. S. Citizen or eligible to work in the United States;
- ◆ A mandatory electronic direct deposit of salary payments are required;
- ◆ Incomplete applications will not be considered. **No telephone or electronic inquiries will be permitted.**
- ◆ An Equal Opportunity Employer

**Submit Resume with three Professional References via Facsimile or U.S. Postal Service to:**

*United States Bankruptcy Court  
Confidential Announcement # 2003-04  
P. O. Box 8347  
Savannah, GA 31412  
or  
Fax to: 912-650-4135*

**PLEASE INDICATE WHICH LOCATION YOU ARE APPLYING FOR**